



Office of the Attorney General  
State of Texas

DAN MORALES  
ATTORNEY GENERAL

March 10, 1997

Mr. Richard Woods  
Superintendent  
Union Hill I.S.D.  
P.O. Box 370  
Gilmer, Texas 75644

OR97-0514

Dear Mr. Woods:

You ask whether certain information is subject to required public disclosure under the Texas Open Records Act, chapter 552 of the Government Code. Your request was assigned ID# 104395.

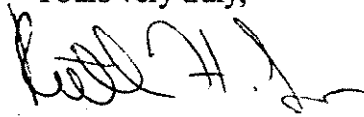
The Union Hill Independent School District (the "district") received an open records request for certain payroll related records pertaining to named district employees. You state that you have released to the requestor many of the requested records. You have been unable, however, to locate other records sought by the requestor. You inquire as to your responsibilities in this type of situation.

It is well-established that the act does not require a governmental body to prepare new information in response to an open records request. Open Records Decision Nos. 452 (1986), 342 (1982). Nor does the act require the preparation of information in the form requested by a member of the public, Open Records Decision No. 145 (1976), unless the information exists in an electronic format. See Gov't Code § 552.231. In this instance, it appears that the information at issue does not currently exist in a form recognized under section 552.002(c) of the Government Code, i.e. "book, paper, letter, document, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory." If such is the case, the district has fulfilled its responsibilities under the Open Records Act by releasing the copies of responsive documents it has in its possession.

We are resolving this matter with an informal letter ruling rather than with a published open records decision. This ruling is limited to the particular records at issue under the facts presented to us in this request and should not be relied upon as a previous

determination regarding any other records. If you have questions about this ruling, please contact our office.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Ruth H. Soucy', with a stylized flourish at the end.

Ruth H. Soucy  
Assistant Attorney General  
Open Records Division

RHS/RWP/ch

Ref.: ID# 104395

cc: Mr. James Patterson  
Rt. 11 Box 11696  
Gilmer, Texas 75644